

DIVISION 1 - GENERAL REQUIREMENTS

SECTION 01040 - PROJECT COORDINATION

PART 1 - GENERAL

1.01 - SUMMARY

- A. This Section specifies minimum administrative and supervisory requirements necessary for coordination on the Project to be collectively fulfilled by the Contractor including, but not limited to:
 - 1. Coordination
 - 2. Administrative and supervisory personnel
 - 3. General installation provisions
 - 4. Cleaning and protection
- B. Where applicable, the Prime Contractor shall participate in these coordination requirements, even though certain areas of responsibility are assigned to a specific subcontractor.
- C. Progress meetings, coordination meetings and pre-installation conferences are included in Section 01200 - PROJECT MEETINGS.
- D. Requirement for the Contractor's Construction Schedule is included in Section 01310 - PROGRESS SCHEDULES.

1.02 - COORDINATION

- A. Coordination: The Prime Contractor shall coordinate its construction activities with those of its subcontractors and other entities involved to assure efficient and orderly installation of each part of the Work. The Prime Contractor shall coordinate its operations with operations included under different Sections of the Specifications that are dependent upon each other for proper installation, connection, and operation.
 - 1. Where installation of one part of the Work is dependent on installation of other components, either before or after its own installation, each Contractor shall schedule its construction activities in the sequence required to obtain the best results.
 - 2. Where sleeves, cutouts, chases, and similar provisions are required for the Work of a particular trade, the Contractor responsible for that trade shall furnish and place sleeves and other such required components and shall layout and

- coordinate the installation of his Work with the Work of other affected Contractors.
3. Where availability of space is limited, each Contractor shall coordinate installation of different components with other Contractors to assure maximum accessibility for required maintenance, service and repair.
 4. Each Contractor shall make adequate provisions to accommodate items scheduled for later installation.
- B. Where necessary, prepare memoranda for distribution to each party involved outlining special procedures required for coordination. Include items such as required notices, reports, and attendance at meetings.
- C. Administrative Procedures: The Prime Contractor shall coordinate scheduling and timing of its administrative procedures with other construction activities and activities of other Contractors to avoid conflicts and ensure orderly progress of the Work. Such administrative activities include, but are not limited to:
1. Preparation of schedules
 2. Installation and removal of temporary facilities
 3. Delivery and processing of submittals
 4. Progress meetings
 5. Contract Closeout activities
- D. Conservation: The Prime Contractor shall coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.
1. Salvage materials and equipment involved in performance of, but not actually incorporated in, the Work. Refer to other Sections for disposition of salvaged materials that are designated as EPA property.
- E. Work that interferes with the operations of existing occupants shall require any or all parts of the Contractor's work to be done on 3rd shifts, weekends or other times as required to avoid interruptions. No compensation will be provided for any additional expenses or work.

1.03 - SUBMITTALS

- A. Staff Names: Prior to ten (10) calendar days before commencing work, each Contractor shall submit a list of its principal staff assignments, including the Superintendent and other personnel in attendance at the site; identify individuals, their duties and

responsibilities; list their addresses and telephone numbers.

PART 2 - PRODUCTS - NOT APPLICABLE

PART 3 - EXECUTION

3.01 - GENERAL INSTALLATION PROVISIONS

- A. Inspection of Conditions: The Contractor involved shall require the installer of each major component to inspect both the substrate and conditions under which Work is to be performed. Do not proceed until unsatisfactory conditions have been corrected in an acceptable manner.
- B. Manufacturer's Instructions: Comply with manufacturer's installation instructions and recommendations to the extent that those instructions and recommendations are more explicit or stringent than requirements contained in Contract Documents.
- C. Inspect materials or equipment immediately upon delivery and again prior to installation. Reject damaged and defective items.
- D. Provide attachment and connection devices and methods necessary for securing Work. Secure Work true to line and level. Allow for expansion and building movement.
- E. Visual Effects: Provide uniform joint widths in exposed Work. Arrange joints in exposed Work to obtain the best visual effect. Refer questionable choices to the Associate for final decision.
- F. Recheck measurements and dimensions before starting each installation.
- G. Install each component during weather conditions and project status that will ensure the best possible results. Isolate each part of the completed construction from incompatible material as necessary to prevent deterioration.
- H. Mounting Heights: Where mounting heights are not indicated, install individual components at standard mounting heights recognized within the industry for the particular application indicated. Refer questionable mounting height decisions to the Architect for final decision.

3.02 - CLEANING AND PROTECTION

- A. During handling and installation, clean and protect construction in progress and adjoining materials in place. Apply protective covering where required to ensure freedom from damage or deterioration at Contract Completion.
- B. Clean and maintain completed construction areas on a daily basis. Adjust and lubricate operable components to ensure operability without damaging effects.
- C. Limiting Exposures: The Prime Contractor shall supervise its construction activities to ensure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period. Where applicable, such exposures include, but are not limited to the following:
 - 1. Excessive static or dynamic loading
 - 2. Excessively high or low temperatures
 - 3. Thermal shock
 - 4. Excessively high or low humidity
 - 5. Air contamination or pollution
 - 6. Water or ice
 - 7. Solvents
 - 8. Chemicals
 - 9. Light
 - 10. Puncture
 - 11. Abrasion
 - 12. Heavy traffic
 - 13. Soiling, staining and corrosion
 - 14. Bacteria
 - 15. Rodent and insect infestation
 - 16. Combustion
 - 17. Electrical current
 - 18. High speed operation
 - 19. Improper lubrication
 - 20. Unusual wear or other misuse
 - 21. Contact between incompatible materials
 - 22. Destructive testing
 - 23. Misalignment
 - 24. Excessive weathering
 - 25. Unprotected storage
 - 26. Improper shipping or handling
 - 27. Theft
 - 28. Vandalism

END